



Code: 8737
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: CAPTAIN

CHARACTERISTICS OF THE CLASS

Under direction, conducts all activities of a fire company, and performs related duties as required

ESSENTIAL DUTIES

- Conducts roll call with company members to assign primary duties at incident operations and provide information related to daily operations
- Inspects personnel, apparatus, and fire house and ensures that members perform inspection and testing of SCBA, radios, and other equipment according to schedule
- Conducts drills and trains subordinates in fire suppression and rescue techniques and operations, inspection methods and procedures, and other emergency response topics
- Supervises and performs fire prevention and investigation work to assure compliance with Municipal Code requirements
- Writes inspection reports and notices of violation
- Enforces all rules and regulations of the Fire Department company
- Monitors company members' work behavior and compliance with performance standards and code of conduct, including resolving conflicts and initiating corrective and/or disciplinary actions when necessary
- Completes forms, reports, journals and other documentation to maintain accurate and thorough company and fire house records
- Supervises the maintenance, care and cleanliness of quarters, apparatus, tools and equipment
- Supervises the requisition, storage, and inventory of fire house supplies and equipment
- Lectures on firefighting methods, fire prevention, and inspection to building owners, schools, and others outside the Fire Department
- Responds to fire alarms and directs fire apparatus operation and firefighting personnel at the scene of emergency incidents
- Assumes command in the absence of a Chief Officer

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a Fire Lieutenant, Lieutenant/EMT or Lieutenant/Paramedic of the Chicago Fire Department is required
- At least 30 months of service as a Fire Lieutenant, Lieutenant/EMT or Lieutenant/Paramedic is required at time of promotion

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Extreme weather conditions
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Personal computers and related apparatus
- Firefighting personal protection and related equipment
- Firefighting equipment and apparatus
- Two way radios
- Hazardous material equipment

PHYSICAL REQUIREMENTS

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Standing for extended or continuous periods of time
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Good knowledge of:

- *laws and codes pertaining to building and fire prevention inspections
- *rules, regulations, orders, directives, operational procedures, and labor agreements of the Chicago Fire Department
- *Illinois Rules of the Road and state and local laws, rules and regulations relating to the operation of an emergency vehicle
- *radio communication procedures and protocols
- *department training materials and drill and evolution procedures
- *building construction, fire behavior, size up procedures, and fireground tactics for incident operations
- *incident command and operational procedures at emergency incidents
- *department medical policies and procedures and methods for safeguarding employee health and safety
- *department forms, reports, and other documentation and related procedures

Some knowledge of:

- personnel administration and management principles, policies, practices, and techniques
- applicable writing techniques for preparation of required reports and forms
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *INSTRUCTING - Teach others how to do something
- *NEGOTIATION – Bring others together and trying to reconcile differences
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- *COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- *SPEAK - Communicate information and ideas in speaking so others will understand
- *COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- *WRITE - Communicate information and ideas in writing so others will understand
- *RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- *REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- *INITIATIVE - Demonstrate willingness to take on job challenges
- *ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- *DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- *ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- *ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- *STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- *PERSISTENCE - Persist in the face of obstacles on the job

- *LEADERSHIP - Willing to lead, take charge, and offer opinions and direction
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2016